



STUDENT INTERNSHIP PROGRAM

REQUEST FOR PROPOSALS

Issue Date: October 19, 2015

Response Due: November 30, 2015

**Michigan Energy Office
Michigan Agency for Energy
7109 W. Saginaw Highway
Lansing, MI 48917**

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STUDENT INTERNSHIP PROGRAM

Request for Proposals

PART I **GENERAL INFORMATION**

I-A Purpose

The Michigan Energy Office (MEO) is offering grants to accredited colleges and universities in Michigan to support up to five junior and senior undergraduate engineering students to implement innovative but commercially available energy efficient technologies in manufacturing industries and agribusinesses. The purpose of this grant is to provide unique opportunities to students to gain real-world work experience and to implement projects that have measurable reductions in energy usage and costs for Michigan businesses.

I-B Grant Award

A total of up to \$50,000 in funding is expected to be available. Applicant(s) must provide a complete Budget using the [Approved Budget Form](#) (See Section IV-B). Budgets must be itemized and be accompanied by a budget narrative which adequately describes each budget category.

There is no minimum match requirement. However, all applicants are encouraged to provide **at least 50% match** of the total requested grant funds (a.k.a “State share”). Match may be in the form of cash or in-kind goods and services. The sum of the State share plus the Recipient share of allowable costs will equal the total allowable project cost (see Section IV-B).

Following is the maximum funds allotted per student intern:

Student intern stipend: \$7,650 less FICA/Medicare (FICA/Medicare are based on the universities calculation)

Supplies and materials: \$400

Travel (mileage & meals): \$800

Indirect cost (university administration charges): \$1,150 (max 15% of intern stipend)

Total cost to MEO per intern: \$10,000.

The Michigan Energy Office (MEO) will award funds to applicants that agree to the terms set forth in this RFP and the [Grant Agreement](#). The MEO, on behalf of the Michigan Agency for Energy (MAE) and the Department of Licensing and Regulatory Affairs (LARA), may negotiate the scope of work, budget, reporting periods, report format, and reporting content. All other requirements are non-negotiable. Funds must be expended by August 31, 2016.

I-C Eligibility Requirements

Any Michigan university that has an accredited undergraduate engineering college in

mechanical, chemical, electrical, civil, environmental or agricultural engineering qualifies for the program. (See Sections III-G, III-H, and the Grant Agreement for additional requirements).

I-D Issuing Office and Point of Contact

This Request for Proposals (RFP) has been issued by the MEO. Questions that arise as a result of this RFP must be submitted to the MEO by email only. Telephonic questions cannot be answered. All questions must be submitted on or before 5:00 PM, October 26, 2015 questions regarding this solicitation should be directed to:

Mathew Thomas at thomasm28@michigan.gov

I-E Changes to the RFP and Responses to Questions

Written answers to questions, changes, and/or clarifications will be posted at: Michigan Energy Office Request for Proposals website. http://michigan.gov/energy/0,4580,7-230-72052_72054_73823---,00.html by October 30, 2015.

I-F Pre-proposal Conference

No pre-proposal conference will be held for this RFP. Any inquiries should be submitted as outlined in Section I-D.

I-G Proposals

To be considered, applicants must submit a complete response to this RFP, addressing the Work Statement provided in Part III and using the format and attachments provided in Part IV. An original signature copy plus two additional hard copies and one electronic copy – a total of four copies – of each proposal must be submitted to the Issuing Office. A PDF document of the signed proposal must be submitted to the RFP Issuer. An electronic copy may be emailed to the RFP Issuer or submitted as a PDF document saved to a USB drive. Proposal must be original and cannot be funded in part or whole by another entity without the MEO's consent. An official who is authorized to bind the applicant to its provisions (an "Authorized Negotiator") must sign the proposal. For this RFP, the proposal must remain valid for at least sixty (60) calendar days.

I-H Response Date

Proposals must arrive at the Issuing Office by 4:00 PM on November 30, 2015. Mail or hand deliver hard copy proposals to: Mathew Thomas, Michigan Energy Office, Michigan Agency for Energy, 7109 W. Saginaw Highway, Lansing, MI 48917. Applicants mailing proposals should allow normal delivery time to ensure timely receipt of their proposal. Electronic copy proposals may be emailed to Mathew Thomas at thomasm28@michigan.gov. Proposals must be submitted as complete documents. Additional information pertaining to the proposal received after the due date and time will not be accepted.

I-I Oral Presentation

Applicants may be required to make an oral presentation of their proposal to the State. These presentations provide opportunity for the applicant to clarify the proposal to ensure thorough mutual understanding. The Issuing Office will schedule these presentations as necessary.

I-J Project Clarifications/Revisions

During the proposal review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The Issuing Office reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed project.

I-K Rejection of Proposals

The MEO reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State and MEO. The MEO will not award a grant solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

I-L Acceptance of Proposal Content

The contents of this RFP and the proposal of the selected applicant become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations shall result in cancellation of the award.

The successful applicant(s) will be required to accept all terms and enter into a Grant Agreement with the State within 45 calendar days of being notified of funding availability. The Agreement consists of standard contract language, applicant's work plan, timetable, and budget information, a compensation clause that adheres to guidelines in this solicitation, and terms and conditions that outline additional requirements.

I-M Incurring Costs

The State and the MEO is not liable for any costs incurred by an applicant prior to issuance of a grant agreement.

I-N Economy of Preparation

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the applicant's ability to meet the requirements of the RFP. Professional bindings, colored displays, promotional materials, and so forth, are not desired. Emphasis should be on completeness and clarity of content.

I-O News Releases

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

I-P Disclosure of Proposal Contents

All information in a bidder's proposal and any Grant resulting from this RFP is subject to the provisions of the Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

I-Q Davis-Bacon Act Requirements

The Davis-Bacon Act requires that all laborers and mechanics that are non-government

employees receive prevailing wages. This requires that the Department of Labor (DOL) wage rate report is included with agreements that are affected by the Davis-Bacon Act requirement. If applicable, all positions that are related to an agreement subject to the Davis-Bacon Act must be classified accordingly. Weekly time reporting requirements and necessary forms are listed in the Grant Agreement, Addendum to Part II. Detailed information about the Davis Bacon Act can be found here:

<http://www.dol.gov/compliance/guide/dbra.htm>

I-R Copyrighted Materials

See Section 3.11 of the Grant Agreement for a summary of intellectual property provisions.

I-S Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the proposal whether or not that applicant performs them. Further, the State and MEO will consider the selected applicant (Recipient) to be the sole point of contact with regard to grant matters, including but not limited to payment of any and all costs resulting from the anticipated grant. If any part of the work is to be subcontracted, the Recipient must notify the MEO and identify the subcontractor(s), including firm name and address, contact person, complete description of work to be subcontracted, descriptive information concerning subcontractor's organizational abilities, Federal Employer Identification Number (FEIN), DUNS number, and/or state license number. The State and MEO reserves the right to approve subcontractors for the project and to require the Recipient to replace subcontractors found to be unacceptable. The Recipient is totally responsible for adherence by the subcontractor to all provisions of the Grant. For additional information, see Section 2.2 of the Grant Agreement for a summary of delegation provisions.

I-T Partner Responsibilities

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants (See Section I-S).

PART II

SELECTION CRITERIA

All proposals received shall be subject to an evaluation by the MEO. The evaluation will be conducted in a manner appropriate to select the applicant(s) for the purpose of entering into a Grant Agreement to perform the proposed project within the established timeline. Initial screening of the applications will be conducted to ensure applicants and projects meet all eligibility requirements.

Proposals failing to meet the eligibility requirements described in Sections I-C, III-G, and III-H that do not comply with the requirements of the Grant Agreement and/or which are incomplete, will be rejected automatically. Proposals meeting the eligibility requirements will be evaluated according to the scoring criteria and weighting factors below. Applicants may be asked to make oral presentations before a final decision is made.

Total maximum points is 100.

Proposal Quality and Completeness of Work Plan, Timeline, and Budget (30 Points)
Proposals will be evaluated based on the level of detail and overall quality of information contained within the proposal documents – particularly the Work Plan, Timeline, and Budget.

Experience of Organization/Project Team (20 Points)
Proposals will be evaluated on the experience and qualifications of the organization and project team in carrying out related projects.

Project Feasibility and Impact (25 Points)
Projects will be evaluated on their likelihood of success and feasibility to achieve the purpose, outcomes, and tasks required by this RFP within the established timeframe. Anticipated short and long-term impacts will also be evaluated.

Program Priorities (25 Points)
Projects incorporating the program priorities of the Michigan Energy Office, Student Internship Program (see Part III, Section III-F).

PART III

WORK STATEMENT

III-A Purpose

The Michigan Energy Office (MEO) is offering grants to accredited colleges and universities in Michigan to support up to five junior and senior undergraduate engineering students to implement innovative but commercially available energy efficient technologies in manufacturing industries and agribusinesses. The purpose of this grant is to provide unique opportunities to students to gain real-world work experience and to implement projects that have measurable reductions in energy usage and costs for Michigan businesses.

NOTE: The State reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of any and all proposals received as a result of this RFP.

III-B Problem Statement

Each year, Michigan manufacturing industries and agribusinesses pay millions of dollars in unnecessary energy costs due to processes inefficiencies and other factors. Utility costs are a large portion of the operational budget for these businesses and they often don't have the technical expertise to reduce the process inefficiencies and energy waste. By providing engineering interns to implement innovative energy efficient technologies, these businesses will be able to lower their energy consumption and operating cost. This grant RFP aims to help manufacturing industries and agribusinesses grow and thrive while providing students an opportunity to gain valuable practical experience in the real-world work environment.

III-C Objectives

The objectives of the Student Internship Program, this RFP, and projects funded hereunder are:

1. Develop and improve talent;
2. Provide students experience with design, implementation, and evaluation of energy efficiency projects;
3. To make Michigan a national leader in talent development by focusing on workforce training for the jobs of today and tomorrow;
4. Support transferable projects that will serve as demonstrations to be shared with other businesses or industries;
5. Enable manufacturing industries and agribusinesses to increase their process efficiencies and reduce energy use and operating cost;
6. Contribute to the energy efficiency of the state by accelerating the deployment of energy efficiency products; and
7. Reduce the rate of growth of energy demand.

III-D Tasks

Applicants must clearly and succinctly explain how they will accomplish each required task below, which must be completed during the grant period. Applicants are encouraged to design additional tasks that address the expressed needs of the program and the State, but also capitalize on the strengths of the applicant.

1. Assemble a project team and identify the roles and responsibilities of all team members.
2. Create a project plan outlining the general aspects of the project. Include a project timeline.
3. Effectively advertise the program among students by posting the internship position description and details. The following information must be included while promoting the program:
 - a. Only enrolled junior and senior undergraduate students majoring in mechanical, chemical, electrical, civil, environmental, or agricultural, engineering that are in good academic standing are eligible.
 - b. Hourly pay rate is \$15.94 per hour with a ceiling summer cap of up to \$7,650.
 - c. Internship requirements include, but are not limited to: work up to 40 hours per week for 12 weeks at a worksite/company agreed to by the Michigan Energy Office; rewrite the company's proposal; implement the internship work defined in the proposal; and prepare a poster board and power point presentation of findings no later than August 31, 2016.
 - d. Selected student interns must agree to the terms and condition of the Michigan Energy Office and the company.
4. Collect résumés from interested students, screen their applications to determine eligible candidates, and facilitate student interviews.
5. Develop an interview pool of up to, eight (8) interns, and forward a copy of rejection letters (or response email) to nonqualified applicants;
6. Select student interns by April 15, 2016 after consulting with the MEO. Note: MEO may participate in the interview process.
7. Provide faculty advisors that can assist the interns with university, and other issues throughout the duration of the internship.
8. Provide administrative and technical support to the selected students.
9. Administer the student payroll, secure a medical insurance policy for each intern with allotted funds from the Michigan Energy Office, and submit invoices to the Michigan Energy Office for reimbursement, or in lieu of securing a policy a signed waiver for students that have medical insurance coverage.
10. Complete financial status reports, progress reports and a final project report.

III-E Areas of Interest

1. N/A

III-F Program Priorities

To better allow the MEO to achieve the goals and requirements of the Student Internship

Program applicants are encouraged to consider and incorporate the following funding priorities within their proposals to the fullest extent possible:

1. Increasing opportunities for business investment and talent enhancement.
2. Implement projects that have measurable reductions in energy usage and reduce energy costs in Michigan businesses.
3. Projects must be transferable and will serve as demonstrations to be shared with other businesses or industries.
4. Projects reducing significant energy usage within industry and projects having support from other organizations or the business community in general are encouraged.

NOTE: The MEO reserves the right to award funds for the purpose of achieving an optimal range of energy efficient and/or renewable energy technology projects, and to assure projects demonstrate their unique contribution and are not duplicative, or effectively duplicate, previously funded projects of State services.

III-G Eligible Projects

For purposes of this RFP, the following types of entities are eligible to apply:

Any Michigan university that has an accredited undergraduate engineering college in mechanical, chemical, electrical, civil, environmental or agricultural engineering qualifies for the program.

Eligible projects must involve/address increasing process efficiencies and reducing energy use in manufacturing industries and agribusinesses. Impacted facilities must be occupied and should have long range plans of continued use.

III-H Ineligible Projects

1. Projects deemed illegal under the law or inappropriate under contract management standards.
2. Projects considered scientifically unsound or significantly increase risks to workers and/or the public.
3. Projects that will not be conducted in Michigan.
4. Projects involving demonstration of non-commercially available equipment and technologies. This also includes projects involving the purchase of equipment to conduct research, development, or demonstration of energy efficient or renewable energy technologies that are not commercially available.
5. Projects not directed to or lacking significant onsite energy efficiency and/or renewable energy benefits.

6. Projects that cannot be shared with or have restricted transferability to other entities in Michigan.
7. Projects requiring an environmental assessment study under the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. Section 4321 et seq.) unless the applicant can show proof of the Department of Energy's approval of the project.

PART IV

INFORMATION REQUIRED FROM APPLICANTS

Applicant(s) must complete the Worksheet in Section IV-A and attach the materials listed below. Applicant(s) must submit three hard copies and one electronic PDF copy of their application. Please note, no other worksheet or facsimile will be accepted. The hard copy worksheet must have an original signature.

NOTE: The following information must be submitted by all applicants to be considered.
Failure to attach/include the requested information will result in the rejection of the proposal.

1. Proposal Worksheet (see link and instructions below)
2. Approved Budget Form (see link and instructions below)
3. Detailed Timeline – timeline for successfully completing each required task, including key sub-tasks and critical decision points to be undertaken during the grant.
4. Applicant Organizational Chart – organizational chart detailing the management structure of the applicant organization.
5. An acknowledgement that the applicant has registered as a vendor with the State of Michigan on Contract and Payment Express (C&PE). If you are an existing vendor and have an account in C&PE, please verify that all your account information is correct. If not, please use the C&PE website to register. This web site is for the exclusive use of the vendors and individuals intent on doing business with the State of Michigan and allows you to be paid in the event that you are awarded a contract. Your registration may take up to two weeks to be processed.
<https://mainfacsp.dmb.state.mi.us/payee/servlet/us.mi.state.eft.WelcomeServlet>
6. Parent Organizational Chart (if applicable) – organizational chart detailing the management hierarchy of the Parent Organization, and its relationship to the applicant organization.
7. Partner Organizational Chart (if applicable) – organizational chart detailing the management hierarchy of the Partner Organization, and its relationship to the applicant organization. Attach an organizational chart for each Partner Organization.
8. Letter(s) of Support / Commitment from Partner Organization(s).
9. Contact Information and Resumes of Personnel Listed in Budget.
10. Most recent copy of the A-133 or outside audit (IF an A-133 or outside audit has been completed) OR the most recent financial statements (balance sheet and income statement).
11. Additional Information and Comments (if applicable)
12. State Historic Preservation Office (SHPO) Section 106 Review Form [Attachment 1] (see link and instructions below)
13. National Environmental Policy Act (NEPA) Form [Attachment 2] (see link and instructions below)

Please see instructions below for additional information:

IV-A Proposal Worksheet

Complete the Proposal Worksheet and attach additional sheets as necessary. Use the

appropriate section headers when continuing answers on additional sheets. Please ensure that all text entered into the Proposal Worksheet fields is visible (i.e. not cut off) upon printing. ***Also, please note that Adobe Reader 8 or higher is required in order to SAVE TEXT entered in the form. The latest version of Adobe Reader can be downloaded from www.adobe.com for free. It is recommended that applicants test the ability to save the form with text entered before entering a large amount of information into the form.***

The Proposal Worksheet is available here:

<http://www.michiganbusiness.org/MEO-Proposal-Worksheet/>

IV-B Approved Budget Form

1. Applicant(s) must use the **Approved Budget Form** available here:
http://www.michigan.gov/documents/mdcd/Approved_Budget_Form_398684_7.xls.
All budget categories must be addressed. Please use “N/A” or “None” to indicate there are no costs associated with a given budget category.
2. The following costs are **disallowed**: sick pay, holiday pay, payroll taxes, vehicles, computers, real property (e.g. land and buildings), parking, tuition reimbursement/remission, vehicle allowance, car rental, subscriptions, dues, memberships, and repair of buildings and structures.
3. There is no minimum match requirement. However, all applicants are encouraged to provide **at least 50% match** of the total requested grant funds (a.k.a “State share”). Match may be in the form of cash or in-kind goods and services.
4. The sum of the State share plus the recipient share of allowable costs will equal the total allowable project cost.
5. Personnel – include all staff performing work on the project. For each staff person, provide their name, job title, annual salary/wages, and percent of time dedicated to the grant project. *NOTE: The state may require Davis Bacon Act or prevailing wage rates to be paid.* Detailed information about the Davis Bacon Act can be found here:
<http://www.dol.gov/compliance/guide/dbra.htm>
6. Fringe Benefits – allowable benefits typically include health insurance, dental insurance, and optical insurance. For each listed staff person, provide their fringe benefit rate, and confirm their annual fringe benefit cost. Note, applicant(s) will be required to detail/justify the fringe rates given in their proposed budget prior to an agreement being finalized.
7. Contractual Services – include all anticipated service contracts required for the project. Provide the vendor or contract name, the service to be provided, and the dollar amounts to be paid using grant funds and/or matching funds.
8. Supplies & Materials – include items costing less than \$5,000 per unit. Provide the item, unit cost, and quantity of units. Confirm the matching funds amount, if applicable.
9. Equipment – include items costing \$5,000 or more per unit and having a useful life of one year or more. Provide the item, unit cost, quantity of units, and the dollar amounts to be paid using grant funds, and/or matching funds.
10. Other Direct Costs - include all other known direct costs not otherwise categorized or disallowed. Provide the title/name and the cost of each item/service listed.
11. Travel – include all mileage, lodging, meals, and other known travel costs. Provide travel costs separately as mileage, lodging, meals, and other known travel costs. State

of Michigan travel rates must be used for all travel expenses and out-of-state travel must be directly related to the grant project and approved by the State Energy Program Manager. State of Michigan Travel Rates are posted by the Michigan Department of Technology, Management & Budget. Use the rates provided here: http://www.michigan.gov/dtmb/0,4568,7-150-9141_13132---,00.html

12. Indirect Rate – is a maximum of \$1,150 per student intern. Provide the indirect rate (max 15%) used by applicant's organization as a percentage of total personnel and fringe benefits. Confirm the resulting dollar amount for grant funds. **Note: applicant(s) will be required to detail/justify their indirect rate given in their budget prior to an agreement being finalized.**
13. Totals – confirm the total dollar amounts for each listed line item and each column.

Additional Budget Information:

1. At such time that proposals are approved by the MEO, modifications of proposals may be necessary. If the MEO does not award the total amount requested in the original proposal, selected applicant(s) will be required to submit a revised proposal for the purpose of entering into a Grant Agreement. For those receiving less than requested in their proposals, the proportion of direct costs to indirect costs will remain the same as in their original request. New line items to the revised budget are not allowed.
2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. Selected applicant(s) assumes the responsibility of ensuring all unexpended grant funds are returned to the State of Michigan at the end of the grant period.
4. If the entire State share of the grant award is expended, the entire in-kind and/or matched funds must be spent and supported by source documentation. If the entire State share of the grant award is not spent, the in-kind and/or matched funds may be reduced proportionately by the percentage of the grant award not spent.
5. Indirect costs *must be proportionately reduced* if the selected applicant(s) does not expend the entire grant award by the end of the grant term. The adjustment for the reduction shall be calculated by determining the percentage of the grant not spent. This percentage is the amount to be reduced from the indirect costs total. Indirect costs shall be based on a percentage of the budget line items listed under the State share column. Indirect costs must be utilized for this grant within the established timeline.
6. Selected applicant(s) may not commingle award funds with current or future awards received from the SEP. Financial assistance from each funding source must be managed, reported, and accounted for separately from all funding sources.
7. Should selected applicant(s) cease business operations or dissolve the program established under the grant agreement, existing capital must be returned to the State of Michigan.
8. The State and MEO anticipate the grant period will start January 15, 2016 and will end on August 31, 2016.

IV-C State Historic Preservation Office (SHPO) Section 106 Review Form (Attachment 1)

If the applicant is conducting ground-disturbing activity or work on a building(s) that is/are at least fifty years of age or older, applicant must complete in full the State Historic Preservation Office Application for Section 106 Review. The review process must be

completed prior to the expenditure of federal funds. No project that results in an adverse effect to a historic property will be considered for funding. Projects may be modified to avoid adverse effects. **Submit this form with your proposal to the Michigan Energy Office. The MEO will review and forward to the State Historic Preservation Office as necessary.**

ATTACHMENT 1 is available here:

http://www.michigan.gov/documents/mdcd/2013_SHPO_form_415073_7.doc

IV-D National Environmental Policy Act (NEPA) Form [Attachment 2]

All activities undertaken with grant funds must comply with the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. Section 4321 et seq). It is the Recipient's responsibility to acquire all necessary environmental permits to operate in the State of Michigan. **Submit this form with your proposal.**

ATTACHMENT 2 is available here:

http://www.michigan.gov/documents/mdcd/MEO_NEPA_FORM_433885_7.doc